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27 JUL 1973

MEMORANDUM FOR: Acting Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending 27 July 1973

1. Support to IC Staff: [REDACTED] Chief, Staff Personnel Division, met with [REDACTED] of the IC Staff concerning IC's personnel staffing needs and objectives. The immediate problem is to formalize the status of nine officers who are currently on unofficial loan to the IC Staff. [REDACTED] of Military Personnel Branch has visited the Pentagon and has made arrangements to initiate formal detail actions on those officers. In addition, we are talking with OMS officers concerning whether the IC Staff detailees will be subject to Agency medical clearance.

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2. Position Management:

a. Meetings have been held with officers in various components of NPIC to discuss the survey which we expect to begin on 6 August.

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c. A meeting was held with Office of Communications Administrative Staff officers to discuss organizational changes and position identification in the deletion of 23 research and development positions from the OC staffing complement and transfer of these positions to the Office of Development and Engineering.

3. Retirement Processing: The number of persons who came to Retirement Affairs Division to make arrangements to retire in June totaled 685. The Division has been working as expeditiously as possible to complete the paperwork so that the retirees will receive their annuities as soon as possible. Here is a "snapshot" of where we stand as of 26 July on completion of the paperwork:

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CONFIDENTIALCivil Service

Total for June	337
Completed and sent to the Commission	135
Remainder in process (26 July)	202

CIARDS

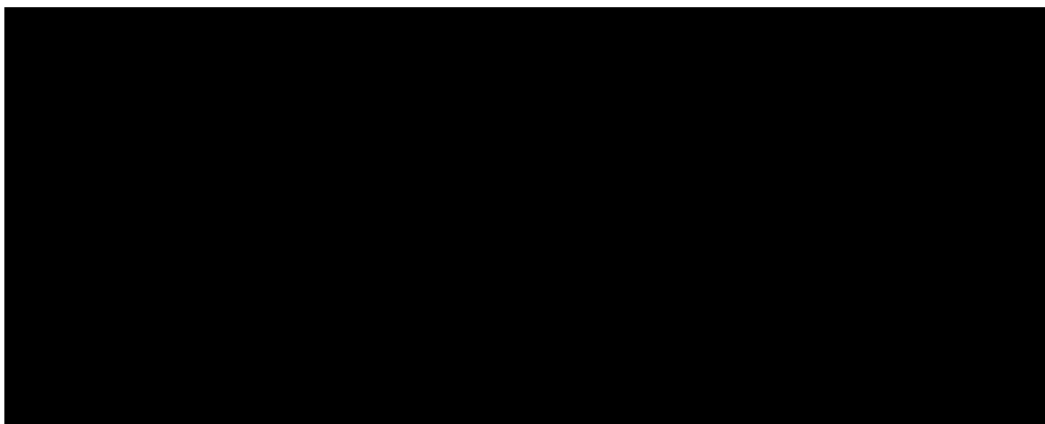
Total for June	348
Completed - will receive annuities 1 August	49
Will receive annuities later in August	70
Will be on partial payment until completed	42
Incomplete (26 July)	187

Some CIARDS June retirees will receive their annuities late in August and some will not receive annuities in August -- they will be paid as soon as possible thereafter. The June Civil Service retirees will be part of the overall Government load at the Commission and will probably not receive their annuities as early as the CIARDS group.

4. Summer-Only Employees Interested in Co-op Program: During the week [REDACTED], our co-op coordinator, has been asked to brief three summer-only employees about our co-op program.

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5. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:



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6. Meeting with DA Representative: [REDACTED] of our Plans Staff met with Mr. Joseph Galbraith of the Department of Army Career Management Office for Civilian Career Management Programs. He provided information

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to [REDACTED] relating to the mechanisms and procedures used in civilian career management.

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7. Job Fair: [REDACTED] attended the Military Job Fair at Fort Dix, New Jersey on 25 July. Before he departed, 50 people had signed up to talk with him.

6 8. Insurance: On 23 July 1973 the General Counsel of Mutual of Omaha indicated that Phase IV contains no prohibitions against our proposed UBLIC changes. Therefore, we are arranging with appropriate Agency components to expedite publishing two notices, one announcing the UBLIC changes and the other announcing implementation of payroll deductions of UBLIC, WAEPA, and Contract premiums. OJCS was contacted and they have started to produce individual notices of payroll deductions. These individual notices will be sent out by the Insurance Branch as soon as the Headquarters Notices are published. This is expected to take place by the middle of next week. The Office of Finance was also notified of this action.

7 9. Honor and Merit Awards: A total of 344 awards were approved during FY 1973, an increase of 107 over the 237 approved in FY 1972. Of these, 57.6% (198) were career awards, while only 40.7% (140) were for a special act of achievement and 1.7% (6) were posthumous. In comparison with FY 1972, 45.1% were career awards, 51.9% were for a special act, and 3% were posthumous. These figures represent the continuing trend towards recognizing employees at the close of their careers rather than during their careers. Although the majority of Agency senior officials agree that employees should be rewarded for their performance on a more current basis or when actually earned, the statistics show that the "retirement" concept has been the one practiced.

10. Suggestion and Invention Awards Program: The Director of Communications presented suggestion awards for technical developments on 26 July to communications careerists as follows:

a. A \$6,000 award, equally shared among three employees, an engineer and two communications security officers.

b. A \$300 award to a communications technician (now retired) who developed three valuable items for [REDACTED]

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Coming Events

1. We expect to continue work on surveys of OER, OSR, Central Cover Staff, FMSAC, OTS, OC and DDI Admin Support.
2. We expect to complete the details of establishing the new DDM&S career service designations and the reorganization of DDO Staffs.
3. Complete development of questions for submission to various private concerns relative to their particular success in selected personnel areas.

/s/ John F. Blake

John F. Blake
Director of Personnel

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